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1. Fill in the blank: In addition to a job title, many companies list project management as a desired \_\_\_\_\_. 1 / 1 point

- ☒ skill
- ☐ degree
- ☐ hobby
- ☐ internship

☒ Correct

2. As you search through job boards looking for project management jobs, which of the following job titles could make the most sense for you? 1 / 1 point

- ☒ Operations assistant
- ☐ Administrative assistant
- ☐ IT specialist
- ☐ Software engineer

☒ Correct

3. Which of the following are benefits of a contracting job in project management? Select all that apply. 1 / 1 point

- ☐ Guaranteeing a permanent position with a company
- ☒ Developing a professional network

☒ Correct

- ☒ Experiencing different kinds of companies and project types

☒ Correct

- ☒ Building a portfolio

☒ Correct

4. As a project manager for a large school district, you are implementing a new telehealth technology that allows students to have virtual health checkups without having to miss school. To start, you organize training sessions for faculty to get them better acquainted with the technology, policies, and procedures for using the new telehealth option. What common project management responsibility is this an example of? 1 / 1 point

- ☒ Planning and organizing
- ☐ Managing tasks
- ☐ Managing company operations
- ☐ Controlling costs

☒ Correct

5. Which of the following is a way to define a project? Select all that apply. 1 / 1 point

- ☐ An ongoing process with no defined end date
- ☐ An endeavor with unlimited deliverables from stakeholders
- ☒ A unique, temporary pursuit that has a defined beginning and end

☒ Correct

- ☒ A series of tasks that need to be completed to reach a desired outcome

☒ Correct

6. You have recently been hired as a project manager leading a team of technical writers in completing a set of user manuals for a new product launch. Which of the following abilities are you expected to demonstrate? 1 / 1 point

- ☐ Advanced writing skills
- ☒ Task management
- ☐ Technological expertise
- ☐ Interviewing and hiring

☒ Correct

Review [the video that defines project management](#).

7. As a project manager at a small construction firm, your responsibilities include managing tasks on new builds. Which of the following activities does managing tasks involve? Select all that apply. 0.75 / 1 point

- ☒ Communicating project milestones

☒ Correct

☒ Gathering project requirements and creating a project plan

☒ This should not be selected

Please review [the video on the roles and responsibilities of a project manager](#)<sup>[↗]</sup>.

☐ Controlling costs

☒ Overseeing activities that team members do on a daily or weekly basis

☒ Correct

8. Fill in the blank: A project is a temporary pursuit and usually includes a set of \_\_\_\_\_.

1 / 1 point

- ☐ strategic risks
- ☐ rules for accountability
- ☒ unique deliverables
- ☐ team members

☒ Correct

9. You just finished a successful internship as a project support specialist at a large banking firm and are looking for a full-time project management job. The best project manager position listed near you is for an IT project manager. Why might you be a good candidate for this job?

1 / 1 point

- ☐ Only people with IT experience can manage banking projects.
- ☐ Because banks use information technologies.
- ☐ Because most IT projects are related to banking.
- ☒ Because project management skills learned in one industry can be applied to other industries.

☒ Correct

10. As someone moving to a new location, you have several tasks. You have to plan for the various expenses like boxes and movers. You also have to clearly label the boxes, and manage all of the tasks leading up to and during the move. Which project management skills does the move require? Select all that apply.

1 / 1 point

☒ Budget preparation and monitoring

☒ Correct

☐ Deep technical experience

☒ Organizational ability

☒ Correct

☒ Strong coordination and communication skills

☒ Correct